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ONE HUNDRED TENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

October 24, 2007

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# YEAR-END ETHICS TRAINING SCHEDULE

## MEMORANDUM FOR ALL MEMBERS, OFFICERS AND EMPLOYEES

**FROM:** Committee on Standards of Official Conduct  
Stephanie Tubbs Jones, Chairwoman  
Doc Hastings, Ranking Republican Member

House officers and staff have less than three months to complete their *mandatory* annual ethics training requirement. All House officers and employees are required to attend a one-hour general ethics training session, and House officers and senior-level staff (any employee who filed a Financial Disclosure Statement in 2007) must attend the additional one-hour advanced ethics training session. House officers and employees who have not yet fulfilled their training requirement must attend training prior to December 31 to comply with House rules. The Standards Committee will hold additional general and advanced ethics training sessions during November and December 2007 in **Room HC-5, in the Capitol**, on the following dates:

### General Ethics Training (all House officers and staff):

- November 2, 9, 16, and 30, at 3 p.m.
- November 6 and 20, at 10 a.m.
- December 4, at 10 a.m.
- December 11, at 3:30 p.m.
- December 7, 14, 19, and 28, at 3 p.m.

### Advanced Ethics Training (all House officers and *senior-level* staff):

- November 13 and 26, at 10 a.m.
- December 3 and 18, at 3:30 p.m.
- December 10 and 17, at 10 a.m.

This information appears in calendar form on the reverse side of this memorandum.

No RSVP is required to attend any of the Committee's ethics training sessions. Due to seating limitations, **attendance is on a first come, first served basis**. No one will be admitted once the training has begun. Staff should therefore plan accordingly to ensure that they can complete the required training prior to December 31. Members and staff with any questions may contact the Committee's Office of Advice and Education, at (202) 225-7103.

November 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 3 pm, General Ethics Training, HC-5, the Capitol	3
4	5	6 10 am, General Ethics Training, HC-5, the Capitol	7	8	9 3 pm, General Ethics Training, HC-5, the Capitol	10
11 Veterans Day	12 Holiday	13 10 am, Sr. Staff Ethics Training, HC-5, the Capitol	14	15	16 3 pm, General Ethics Training, HC-5, the Capitol	17
18	19	20 10 am, General Ethics Training, HC-5, the Capitol	21	22 Thanksgiving	23	24
25	26 10 am, Sr. Staff Ethics Training, HC-5, the Capitol	27	28	29	30 3 pm, General Ethics Training, HC-5, the Capitol	

December 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 3:30 pm, Sr. Staff Ethics Training, HC-5, the Capitol	4 10 am, General Ethics Training, HC-5, the Capitol	5	6	7 3 pm, General Ethics Training, HC-5, the Capitol	8
9	10 10 am, Sr. Staff Ethics Training, HC-5, the Capitol	11 3:30 pm, General Ethics Training, HC-5, the Capitol	12	13	14 3 pm, General Ethics Training, HC-5, the Capitol	15
16	17 10 am, Sr. Staff Ethics Training, HC-5, the Capitol	18 3:30 pm, Sr. Staff Ethics Training, HC-5, the Capitol	19 3 pm, General Ethics Training, HC-5, the Capitol	20	21	22
23	24	25 Christmas	26	27	28 3 pm, General Ethics Training, HC-5, the Capitol	29
30	31					